

Meeting Date: 09/30/08

AGENDA REPORT

City of Santa Clara, California

Agenda Item # 7A-6



Date: September 30, 2008

To: City Manager for Council Action

From: Acting Director of Human Resources

Subject: Approval of Revised Job Descriptions for Assistant Director of Finance and Accounting Division Manager

EXECUTIVE SUMMARY:

These are the revised job descriptions for the positions of Assistant Director of Finance and Accounting Division Manager.

The Assistant Director of Finance is a professional managerial position in the Unclassified Services. Under the general direction of the Director of Finance, the Assistant Director of Finance may be assigned the responsibility to oversee the operations of one or more of the divisions, or may be assigned to directly supervise one of the divisions and act as Department Head in the absence of the Director of Finance.

The Accounting Division Manager is a management position in the Unclassified Service responsible for managing the Accounting Division of the City's Finance Department. An incumbent in this position exercises independent judgment and discretion; supervises and directs employees; and assists in the formulation of administrative policies for the effective use of assigned personnel.

Staff is recommending approval of these revised job descriptions.

ADVANTAGES AND DISADVANTAGES OF ISSUE:

Approval of the job specification modifications for the classes of Assistant Director of Finance and the title change to Accounting Division Manager will allow the City to begin a recruitment and ensures currency of language in the job description. There are no disadvantages.

ECONOMIC/FISCAL IMPACT:

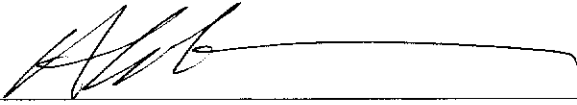
There is no economic or fiscal impact to the City other than staff time and expense. Funding is provided for in the 2008-2009 budget.

APPROVAL OF JOB SPECIFICATIONS
ASSISTANT DIRECTOR OF FINANCE and
ACCOUNTING DIVISION MANAGER

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RECOMMENDATION:

That the Council approve the revised job descriptions for Assistant Director of Finance and Accounting Division Manager.



Alan Christenson
Acting Director of Human Resources

APPROVED:



Jennifer Sparacino
City Manager

Documents Related to this Report:

- 1) *Job Description for Assistant Director of Finance*
- 2) *Job Description for Accounting Division Manager*

CITY OF SANTA CLARA, CALIFORNIA
ASSISTANT DIRECTOR OF FINANCE
(Unclassified)
(022)

EDUCATION AND EXPERIENCE

- Education and experience equivalent to graduation from an accredited college or university with a Bachelor Degree in Business or Public Administration, with specialization in financial administration including financial analysis and accounting; and
- Five (5) years of increasingly responsible administrative experience in municipal finance, including at least two (2) years of which shall have been in management capacity.
- An additional three (3) years of management experience is highly desirable.
- An advanced degree, such as a MBA or MPA with emphasis in finance, or a current CPA License is preferred.

LICENSE

Possession of an appropriate valid California Class C driver's license is required at the time of application and for the duration of employment.

DISTINGUISHING CHARACTERISTICS

This is a professional managerial position in the Unclassified Services. Under the general direction of the Director of Finance, the Assistant Director of Finance may be assigned the responsibility to oversee the operations of one or more of the divisions or may be assigned to directly supervise one of the divisions and act as Department Head in the absence of the Director of Finance.

As a member of the City's Unclassified Service, this is an "at-will" position. The incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City's Code of Ethics and Values.

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general direction:

- Plans, develops and administers a comprehensive financial program for the City of Santa Clara, its Agencies and Corporations and the City-owned utilities which includes advising department heads on City financial affairs;
- Coordinates departmental fiscal operations; administering fiscal controls and fiscal policies to ensure compliance with administrative and legal restrictions;
- Writes reports, makes presentations and performs special assignments and projects as

necessary;

- Establishes and maintains effective communication within the Department, other City Departments and the public;
- Manages the Finance Department personnel and oversees activities of the assigned divisions;
- Negotiates and resolves sensitive, significant and controversial issues;
- Explains and interprets Finance Department programs, policies, and activities, including negotiating and resolving sensitive issues;
- Manages, trains and evaluates staff and develops processes designed to support a continuous learning environment;
- Supports the implementation of department and/or Citywide goals, objectives, policies and procedures;
- Analyzes and recommends strategies to improve effectiveness of operation, by conducting a variety of organizational studies and operational studies;
- Recommends modifications to Finance programs, policies and procedures as appropriate;
- Coordinates Finance Department activities with those of other departments, divisions and outside agencies and organizations;
- Represents the Finance Department in division, interdepartmental, outside agency and public meetings;
- Participates and attends a variety of professional group meetings, committees and task forces;
- Stays abreast of new trends and innovations in the field of Finance;
- Conducts research and analysis of complex technical issues, evaluates options and makes recommendations for action;
- Prepares staff reports and recommendations;
- Prepares the division budget, recommends allocation of division funds within guidelines;
- Monitors expenditures to ensure adherence to the approved budget, manages contractual services;
- Acts as the Department Head in the absence of the Director of Finance; and
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of municipal budgeting (operating and capital);
- Governmental accounting;
- Investment of public funds; debt management; and financial analysis, including revenue forecasting and long range financial planning;
- Principles and practices of financial policy development and implementation, revenue forecasting, financial control systems and methodology, laws, rules and regulations that apply to local government fiscal operations, sources of revenue and expenditures typical of local government;
- Principles of management and supervision;
- Principles and practices of municipal bargaining and labor relations;
- Principles of organization and management, effective leadership and municipal budgeting and administration;
- Principles and methods of employee development and education;
- Principles and practices of supervision, training and performance evaluation;

- Research methods and statistical analysis;
- Problem solving and conflict resolution practices and techniques;
- Complex spreadsheets and database applications;
- Preparation and administration of contracts and fiscal planning;
- Project and workload planning; and
- Office safety practices, procedures and standards.

Ability to:

- Communicate complex financial information, analyze problems, and prepare effective written and oral reports;
- Demonstrate a high level of proficiency in various PC applications, including spreadsheets, databases and presentation software programs;
- Analyze and interpret laws, rules, regulations and departmental policies;
- Prepare accurate accounting and statistical reports;
- Apply the principals and practices of budgeting and financial operations to municipal government;
- Interpret a variety of operating reports and statistical information;
- Provide the leadership and management of the department through coaching, enabling and facilitating employees working in a team environment;
- Supervise the activities of others engaged in the administration of important municipal finance functions;
- Exercise sound and independent judgment, conduct independent analyses and make recommendations on difficult and sensitive issues;
- Create a culture that is conducive to change and conducive to selecting, recruiting, retaining, developing and motivating a skilled and talented workforce where everyone knows their mission, role, and job;
- Establish clear goals and objectives in order to create an organization that delivers excellent customer service through ethical leadership standards, establishes an atmosphere of respect for employees consistent with the City's Code of Ethics and Values;
- Build constructive relationships by promoting effective partnerships with department peers, bargaining units, employees, citizens, and others contacted in the course of work;
- Represent and speak for the department and its work, e.g., presenting, explaining, promoting, defining, and negotiating to those within and outside the department by making clear and convincing oral presentations to individuals and groups, by listening effectively and clarifying information and by facilitating an open exchange of ideas;
- Communicate a strong positive vision of the future of finance;
- Exercise good judgment in structuring and organizing work and setting priorities, balancing the interests of the City and constituents, and readily readjusting priorities to respond to current and future needs;
- Establish and maintain effective working relationships with those contacted in the course of work including staff, and applicants;
- Work effectively as a member of the department's management team to achieve common goals and be able to deliver excellent customer service to both internal and external City clients;
- Identify, research and gather relevant information from a variety of sources;
- Prepare and present clear, concise and complex written and oral reports;

- Communicate logically and clearly, both orally and in writing;
- Work effectively in time-sensitive situations and meet deadlines;
- Coordinate multiple projects and complex tasks simultaneously;
- Develop creative and practical solutions to complex and difficult problems; and
- Bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties.

SUPERVISION RECEIVED

Works under the general direction of the Director of Finance.

SUPERVISION EXERCISED

Supervises professional, paraprofessional, and administrative support staff as assigned.

OTHER REQUIREMENTS

Must be able to perform all of the essential functions of the job.

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.

CITY OF SANTA CLARA, CALIFORNIA
ACCOUNTING DIVISION MANAGER
(Unclassified)
(109)

EDUCATION AND EXPERIENCE

- Education and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration, with specialization in accounting; and
- Five (5) years of increasingly responsible administrative experience in governmental finance, including accounting and auditing, two (2) of which must have been at the managerial level.
- An advance degree in Business or Public Administration and/or a current CPA License is highly desirable.

LICENSE

Possession of a valid California Class C driver's license is required at the time of application and for the duration of employment.

DISTINGUISHING CHARACTERISTICS

This is a management position in the Unclassified Service responsible for managing the Accounting Services Division of the City's Finance Department. An incumbent in this position exercises independent judgment and discretion; supervises and directs employees; and assists in the formulation of administrative policies for the effective use of assigned personnel.

As a member of the City's Unclassified Service, this is an "at-will" position. The incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City's Code of Ethics and values.

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general direction:

- Plans, coordinates and performs complex accounting, statistical, financial analysis and financial reporting tasks;
- Administers the City's internal accounting control systems;
- Integrates financial and statistical information into a comprehensive financial recording and reporting system;
- Organizes, staffs and administers the Accounting Division, which includes the following: general accounting, payroll preparation and reporting, accounts payable, encumbrance accounting, miscellaneous accounts receivable, tax and license accounting, financial analysis,

ACCOUNTING DIVISION MANAGER (continued)

special grants and funds accounting including Redevelopment Agency, Sports and Open Space Authority, and Electric, Water and Sewer Utilities;

- Prepares periodic and annual consolidated financial reports for the City, its Agencies and Corporations and the annual State Controllers Reports;
- Exercises quality control over contents of various financial reports, ledgers, budgets and other financial documents;
- Interprets pronouncements of authoritative organizations in the field of governmental accounting and finance;
- Prepares various monthly, quarterly and annual reports;
- Ensures that departmental and City reports are prepared accurately and in a timely manner;
- Establishes and maintains effective use of electronic data processing applications;
- Works with operating departments to define, prepare and provide information for management purposes; and
- Performs other related work duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Accounting principles, practices and procedures;
- Governmental accounting, auditing, and budgeting;
- External accounting and financial reporting requirements, and financial analysis;
- General applications of information technology systems to financial operations;
- Concepts and techniques of financial control systems and methodology;
- Sources of revenues and expenditures typical of local government;
- Laws, rules, and regulations that apply to local government fiscal operations;
- Effective leadership and management principles and practices; and
- Supervisory and project management principles and techniques;
- Research methods and statistical analysis;
- Problem solving and conflict resolution practices and techniques;
- Complex spreadsheets and database applications; and
- Office safety practices, procedures and standards.

Ability to:

- Effectively manage and utilize on-line management information systems;
- Analyze complex financial and fiscal data and make sound recommendations and decisions;
- Learn and maintain information technology applications;
- Effectively utilize various PC applications including spreadsheets, databases, and presentation software programs;
- Use independent reasoning to solve complex problems within broad policy guidelines and make sound decisions in a manner consistent with the essential job function;
- Work in a multi-task environment and coordinate several assignments simultaneously;
- Anticipate potential problems, develop contingency plans when needed and solve concurrent problems;

ACCOUNTING DIVISION MANAGER (continued)

- Effectively develop and set goals, objectives and timetables; identify and prioritize plans and strategies; and efficiently allocate resources to meet them for the management of physical plants;
- Make sound, proper, and prompt decisions and recommendations on issues and problems presented;
- Effectively provide management, supervision, and training of assigned personnel;
- Gather, assemble, analyze and evaluate technical, financial and user needs to make sound recommendations and decisions;
- Prepare effective written and oral reports;
- Establish and maintain effective relations with other City officials and the public;
- Communicate clearly and concisely;
- Plan and direct the work of others; and
- Bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties.

SUPERVISION RECEIVED

Works under the general direction provided by the Director of Finance or other manager as assigned.

SUPERVISION EXERCISED

Supervises professional, paraprofessional, and administrative support staff as assigned. Provides training to various City personnel as required.

OTHER REQUIREMENTS:

Must be able to perform all of the essential functions of the job.

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager's Directive 100.